

## **STAFF SERVICES MANAGER III**

### **JOB ANALYSIS BACKGROUND INFORMATION**

**Date of Study:** May 2006

**Collective Bargaining Identification:** M01

**Job Analysis Conducted By:** Julie Amaro, Staff Services Analyst

**Number of Incumbents:** Per Department of Corrections and Rehabilitations Filled/Vacant Position Report dated May 22, 2006, there are 13 incumbents in this classification

**Names of the Subject Matter Expert(s) and their background:**

**Deborah Jones-Brown, Staff Services Manager III, Office of Fiscal Services**

Ms. Jones-Brown has been a Staff Services Manager III in the Office of Fiscal Services since July 2005. Prior to this, she was a Staff Services Manager II for approximately 2 years. She has been with the department for 6 years.

**George Sifuentes, CEA III, Office of Facilities Management**

Mr. Sifuentes is currently a CEA III in the Office of Facilities Management. Prior to this he has been both a Staff Services Manager I and a Staff Services Manager II. He has been with the department for 19 years.

**Paul Warner, Staff Services Manager III, Office of Civil Rights**

Mr. Warner has been a Staff Services Manager III in the Office of Civil Rights since April 2005. Prior to this he was a Staff Services Manager I. He has been with the department for 15 years.

## **STAFF SERVICES MANAGER III INFORMATION GATHERING**

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- State Personnel Board Class Specification
- Consultation with Subject Matter Experts